



## PROGRAMMER/SR PROGRAMMER ANALYST

### *Office of Budget and Information Services Department*

*The recruitment will remain open until sufficient applications from qualified candidates are received.*

#### **THE JOB**

This position performs complex object orientated analysis and programming work in a Windows XP OS environment for the Office of Budget and Information Services, which provides application and technical support for Clark County and the City of Vancouver, Washington. Responsibilities include: analyzing, designing, developing, testing, implementing, modifying, and maintaining client and web-based software applications, reports, interfaces, databases, data marts, and data warehouses; managing the implementation and maintenance of vendor-supplied software; conducting needs assessments, and process analysis and re-engineering; drafting system and user documentation, requirements definitions, and flow charts; developing project plans, demo and test scripts and data conversion plans for product rollout and implementation; performing or leading application and data testing, converting data and testing converted data, developing and maintaining reports and queries, assisting with development and administration of vendor RFPs and contracts; working with customers and management to set, track and complete projects and priorities.

#### **QUALIFICATIONS**

Requires a Bachelor's degree in computer science or a related field *and* at least three years of professional object orientated programming and experience. All combinations of education, experience, and training that demonstrate the ability to perform the work will be considered. The ideal candidate will have the following strengths:

- Experience with VB.NET, VB 6.0, ASP.NET, ASP, Visual Studio, Web Services, Net Framework, SQL-Server 2000 or newer, Crystal Reports 9 or 10, Access, Visio, Project, and other MS Office Professional tools;
- Experience with one or more of the following including HTML/XML, C, C++, C#, IIS, Java and Java Script is also desired,
- Experience analyzing, developing, implementing and supporting financial transactional applications on XP operating systems;
- Experience in conducting needs assessments, process and functional analysis and re-engineering, flow charting, drafting system and user documentation, application and data testing and conversion; and development and maintenance of reports and queries,
- MCAD or MCSO Certification is desired,
- Must successfully pass a criminal history background check through Washington State Patrol.

**Knowledge of:** principles of data processing and computer science; data processing systems including both systems and applications software; operational characteristics of data processing equipment and peripherals; methods and procedures of computer software design, development, and maintenance; basic report preparation, research methods, and basic statistical principles. **Ability to:** lead and/or participate in systems analysis, design, and programming; accurately identify and evaluate computer software needs and requirements; and analyze data and develop logical solutions to complex programming problems; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; provide excellent customer service and interpersonal skills; prioritize tasks and meet deadlines.

#### **SALARY**

The salary range is \$24.76 - \$35.72 per hour. *This salary range encompasses both the Programmer Analyst and the Sr. Programmer Analyst ranges.* The final job classification and salary range will depend on qualifications and experience. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement. This position is represented and requires membership the Information Technology Guild.

#### **SELECTION PROCESS**

1. **Application Review:** (Pass/Fail) – All applicants must complete a Clark County application and submit to the Human Resource department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. **Supplemental Application:** (Pass/Fail) – In addition to the Clark County application, applicants must submit and complete the supplemental application. Please see the attached document entitled Supplemental Application Questions. Applicants who do not have the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. **Practical Examples:** (Pass/Fail) – All applicants that pass the original screening will be expected to provide non-returnable examples of documentation prior to being given further consideration for interview. Documentation provided will include project plans, business process flowcharts, data conversion plans and test scripts, unit and regression test plans and scripts, and training materials. All samples provided must have been developed and used by the applicant within the last two years of employment. Samples provided may be used during reference checks to confirm authorship, level of involvement, and validation of result.
4. **Oral Interview:** (Weighted 100%) – The interview will be job related and may include, but not be limited to, the qualifications listed in the job announcement.

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## **REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:**

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. ***Please read application materials thoroughly to determine application requirements.***

**Clark County Human Resources Department  
1300 Franklin Street - 5th Floor  
PO Box 5000  
Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032  
JOB INFO LINE (360) 397-6018  
E-MAIL [HRADMIN@clark.wa.gov](mailto:HRADMIN@clark.wa.gov)  
INTERNET <http://www.clark.wa.gov>**

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## **THE COUNTY**

Clark County, Washington is a growing community with a population of approximately 392,400, including the City of Vancouver (population 152,900). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

## **EQUAL OPPORTUNITY EMPLOYER**

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.



For assistance with needed accommodations, please contact the Human Resources ADA/Section 504 Coordinator. (360) 397-2468; TTY (360) 397-2445.

## **IMMIGRATION LAW NOTICE**

Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



# PROGRAMMER ANALYST/SR PROGRAMMER ANALYST

## Supplemental Application Questions

*Posting # 06-01-005*

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**In addition to the application, please submit a narrative supplement describing your experience in the areas listed below. Completion of the narrative supplement is necessary and must be submitted with your application to Human Resources by the final filing date. CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.**

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Applications and supplemental responses will be evaluated on the basis of overall qualifications for the position: related *experience, knowledge, skills, and abilities*. Those candidates whose qualifications most closely match the position's needs will continue in the selection process. Be sure to answer all sections completely and accurately, describing specific and relevant examples from your background. Use additional sheets of paper if necessary.

1. Describe the most significant project on which you have worked. Explain your role in the project, including software and hardware environment.
2. List software and hardware with which you are familiar and your level of understanding of each (i.e., Did you *use* the software, *write* programs, *create* documents, *install* systems, etc.
3. Why do you feel your experience and background would make you a viable candidate.



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**Human Resources Department**  
1300 Franklin Street – 5th Floor/PO Box 5000  
Vancouver, WA 98666-5000  
PHONE (360) 397-2456 FAX (360) 397-2457  
TDD (360) 397-6032  
Email: hradmin@clark.wa.gov  
www.clark.wa.gov

## EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

### GENERAL INFORMATION

|   |                   |  |   |            |
|---|-------------------|--|---|------------|
| POSITION APPLYING FOR   |                   | POSTING#   | Social Security # (Used for processing -Optional) |            |
| Last Name   |                   | First Name   | Middle Initial                                    |            |
| Address   |                   | City   | State   | Zip + Four |
| Home Phone<br>( )   | Work Phone<br>( ) | Cell Phone<br>( )  | Other ( )   |            |
| Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>  |                   | Are you legally eligible for employment in the United States?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>                                |   |            |
| Will you accept: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary<br>Will you accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time  |                   | Shifts you will accept: <input type="checkbox"/> Day <input type="checkbox"/> Evening<br><input type="checkbox"/> Night <input type="checkbox"/> Weekend |   |            |
| Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain below.<br>(A conviction record will not necessarily bar you from employment.) |                   |  |   |            |
| Date  | Charge            | Sentence   | Remarks   |            |
|   |                   |  |   |            |
|   |                   |  |   |            |
|   |                   |  |   |            |

### EDUCATION

| Name of college, university, vocational school  | Major | Full Years Completed | Degree Received<br>Yes / No |  | Degree/Title | Credit Hours |
|---|-------|----------------------|-----------------------------|--|--------------|--------------|
|   |       |                      |                             |  |              |              |
|   |       |                      |                             |  |              |              |
|   |       |                      |                             |  |              |              |
| Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date. |       |                      |                             |  |              |              |
|   |       |                      |                             |  |              |              |
|   |       |                      |                             |  |              |              |
|   |       |                      |                             |  |              |              |
|   |       |                      |                             |  |              |              |

**CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**



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| EMPLOYMENT HISTORY   |  |
|--|--|
| List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work. |  |
| <b><i>MOST RECENT POSITION</i></b>   | Dates Employed:                                      |
| Employer:  | From      To   |
| Address:   | ____/____/____                                       |
| Position:  | mm yy      mm yy                                     |
| No. of employees you supervised:   |  |
| Supervisor:  |  |
| Phone (      )   |  |
| Specific Duties:   | Hours per Week _____                                 |
|  | Final Salary _____                                   |
|  | -----  |
| Reason for leaving or considering change:  | May we contact your current employer? Yes [ ] No [ ] |
| <b><i>OTHER EXPERIENCE</i></b>   | Dates Employed:                                      |
| Employer:  | From      To   |
| Address:   | ____/____/____                                       |
| Position:  | mm yy      mm yy                                     |
| No. of employees you supervised:   |  |
| Supervisor:  |  |
| Phone (      )   |  |
| Specific Duties:   | Hours per Week _____                                 |
|  | Final Salary _____                                   |
| Reason for leaving:  |  |
| <b><i>OTHER EXPERIENCE</i></b>   | Dates Employed:                                      |
| Employer:  | From      To   |
| Address:   | ____/____/____                                       |
| Position:  | mm yy      mm yy                                     |
| No. of employees you supervised:   |  |
| Supervisor:  |  |
| Phone (      )   |  |
| Specific Duties:   | Hours per Week _____                                 |
|  | Final Salary _____                                   |
| Reason for leaving:  |  |

**Attach additional sheets if necessary to include all work history.**

Be as complete as possible in outlining the duties of each position.

### AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

## EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: \_\_\_\_\_ Posting No: \_\_\_\_\_

**GENDER:** Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

**ETHNIC GROUP:** If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

☐ *American Indian or Alaskan Native.* Tribal Affiliation: \_\_\_\_\_

☐ *Asian or Pacific Islander:*

☐ *Black (not of Hispanic origin):*

☐ *Hispanic*

☐ *White (not of Hispanic origin):*

**VETERAN:** Yes ☐ No ☐

**DISABLED:** Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

**DISABLED VETERAN:** Yes ☐ No ☐

### RECRUITING SOURCE

**Please tell us how you heard about this position** (select only one source):

**Publications:**

☐ The Columbian ☐ The Oregonian ☐ The Asian Reporter ☐ El Latino de Hoy

☐ The Skanner-Portland ☐ Seattle Times ☐ Spokane Review ☐ The Olympian

**Internet Sites:**

☐ Columbian website ☐ Oregonian website ☐ Clark County Website ☐ Seattle Times website

☐ El Latino de Hoy website ☐ Other Internet/Website: \_\_\_\_\_

**Other Sources:**

☐ Clark County Bulletin Board ☐ College/Career Center Referral ☐ Acquaintance/County Employee

☐ Other: \_\_\_\_\_